

Safeguarding requirements for anyone involved in work with children or vulnerable adults at Christ Church Moreton Hall

(Checked and agreed at the Parochial Church Council Meeting: 7th December 2020)

Safeguarding is a key priority for us at Christ Church Moreton Hall. We need to both check the suitability of people working with us, and ensure that we have provided these people with up to date and appropriate training. Training is vital so that people are aware of potential safeguarding concerns, and what to do if these concerns ever arise.

Confidential Declaration Forms (every 5 years) are required for anyone needing a DBS check for their church role. At Christ Church, we also extend this CDF requirement to other person-focused roles (for example: homegroup leaders, churchwardens, church council members, prayer ministry team and sides people/welcomers).

These diocese forms require people to disclose anything that might be relevant to their working safely at our church. If any issues are highlighted, these would be discussed with the individual and diocesan safeguarding team, before deciding how best to proceed.

Enhanced Disclosure and Barring Checks - DBS (every 5 years) are required for anyone working directly with children or vulnerable adults, and are arranged through the company “Due Diligence Checking”. The diocese carries out checks for all Ministers, Lay Ministers and Parish Safeguarding Officers.

Training (every 3 years) helps us be aware of safeguarding issues and what to do with any concerns. *Every role* at our church is required to complete the Church of England “Basic Awareness” online training module. Further courses are available depending on role and level of responsibility - “Foundation” is also online, “Leadership” is face-to-face training. Volunteers are initially required to undertake all courses up to and including their highest required level. Thereafter, every 3 years they need only repeat the highest level.

Our requirements at Christ Church Moreton Hall

(CDF forms, evidence of DBS checks and training certificates are all checked by the Parish Safeguarding Officer and securely stored at church in a locked filing cabinet – accessible only to PSO and Minister)

Ministers: DBS checks are managed by the diocese. All levels of training required.

Lay ministers: DBS checks are managed by the diocese. All levels of training required.

Parish Nurse: DBS, CDF and all levels of training required.

Parish Safeguarding Officers: DBS, CDF and all levels of training required.

Churchwardens: CDF, “Basic Awareness” & “Foundation” training.

Children's/ Youth work leaders and helpers: **DBS, CDF, "Basic Awareness" & "Foundation" training.** At least two adults must be present in every group at all times. In an emergency (e.g. last-minute illness), one of these adults may be an extra adult drafted in to help from the church family. If at all possible, any such last-minute helper should be someone within the church safeguarding system. In such emergency circumstances, at least one adult with the group **MUST** be appropriately checked and trained, or the group must not run.

Choir/ Music group leaders: **DBS, CDF, "Basic Awareness" & "Foundation" training.**

Music group members and PA/PPT team: **"Basic Awareness" training.**

Sidesperson/Welcome Team co-ordinator: **CDF, "Basic Awareness" & "Foundation" training.**

Sidespeople/welcomers: **CDF and "Basic Awareness" training.**

Homegroup leaders: **CDF, "Basic Awareness" & "Foundation" training.**

Coffee Club (social group for the elderly) and Decaf (group for those with dementia and their carers) leaders & helpers: **DBS, CDF, "Basic Awareness" & "Foundation" training.**

Note: only the leader/ deputy leader at Coffee Club require a DBS check. Coffee Club helpers need only complete CDF and "Basic Awareness" training.

"Chattercraft" and Ladies Group leaders: **CDF and "Basic Awareness" training**

Church Council Members: **CDF, "Basic Awareness" and "Foundation" training.**

Office staff (including website manager and treasurer): **CDF and "Basic Awareness" training.**

Prayer Ministry Team (in public church space after the service): **CDF and "Basic Awareness" training.**

Anyone who assists with service leading/preaching or administering communion during services should already fall within one of these other categories, and thereby receive the necessary checks and training. The PSO and Minister undertake to ask anyone who regularly performs such a role and to whom this does not apply to complete a CDF and "Basic Awareness" training.

To date, December 2020, we are still working with all church volunteers to ensure that everyone is up to date with safeguarding requirements. A changeover in diocese training staff last year meant that "Leadership" training has been hard to access in a timely manner. The COVID-19 crisis and lockdown has put a halt to any face-to-face training at present. A few church members want to be able to access "Basic Awareness" and "Foundation" in a face-to-face format when this is available.

Every volunteer is provided with the Church of England pocket safeguarding guide. The parish safeguarding policy, safeguarding posters and the safeguarding handbook are all on prominent display at church. The parish safeguarding policy and this document are also displayed on the church website.

In 2021 we will endeavour to introduce a “church volunteer agreement” for all roles, which will help replace the CDF for some roles, and form part of Safer Recruitment.

We now include a section on our church booking form which checks whether any independent groups who use our facilities have their own good practice policies and procedures in place with regard to safeguarding.

Heather Lovell, Churchwarden and Parish Safeguarding Officer, December 2020